

**New Jersey Department of Health & Senior Services
Communicable Disease Service
Vaccine Preventable Disease Program**

**H1N1 - Public Health Representative 1
(Special Services – Hourly Paid Position)**

Purpose:

To give support to the Vaccine Preventable Disease Program (VPDP) staff as an integral part of their disease surveillance team and to oversee the field and office activities of eight Public Health Representative 2 employees to be utilized in assorted H1N1 assignments.

Job Duties:

Will assist the VPDP epidemiology staff by answering and tracking H1N1 phone calls and emails from external health care and public care providers in order to direct the development of H1N1 informational materials and guidance documents. These supervisory positions will also be involved in working on case management details; making necessary phone calls/inquiries to survey cases and contacts of H1N1, and will direct the activities, when needed, of Public Health Representative 2 employees. Assistance with manning phones in the Emergency Communication Center will be expected, in the event that the Center is activated. May be called on to assist with emergency response activities outside of normal business hours.

Requirements:

Graduation from an accredited college or university with a bachelor's degree plus three years of experience in a health or social service related program involving responsibility for interviewing, investigating, or conducting public health care surveys or patient care services, one year of which shall have been in a supervisory capacity. Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty semester hour credits equal to one year of experience. Qualified candidates should possess a valid New Jersey driver's license and have own transportation.

Knowledge & Skills:

- Knowledge of public health methods of disease detection, prevention and control.
- Knowledge of the methods in which communicable diseases are spread and controlled.
- Knowledge of immunization programs, and disease causation theories and treatment processes.
- Knowledge of the techniques used to collect and analyze data.
- Ability to conduct surveys, studies, investigations, and prepare reports of findings.
- Ability to confer with physicians, nurses, patients, registrars, and other department public programs.
- Ability to provide assignments and instructions to staff and supervise performance, prepare case histories and reports, and collect and interpret statistical data.

\$29.35 - \$33.47 per hour commensurate with experience – NO BENEFITS

Send resume and cover letter to: Patricia DeCarlo, Epidemiology, Environmental and Occupational Health, N.J. Dept. of Health and Senior Services, P.O. Box 369, Trenton, N.J. 08625 or email: psteeoh@doh.state.nj.us

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